

*NATIONAL INTER-AGENCY INCIDENT
MANAGEMENT SYSTEM (NIIMS)*

FINANCE SECTION

**POSITION DESCRIPTIONS & PROCEDURES
MANUAL FOR GENERAL USE**

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FINANCE SECTION CHIEF

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some activities are one-time actions and others are ongoing or repetitive for the duration of an incident.

FINANCE SECTION CHIEF'S CHECKLIST

The finance section chief is responsible for all financial and cost analysis aspects of the incident and for supervising members of the finance section.

- o Obtain briefing from Incident Manager.
- o Attend briefing with responsible agency to gather information.
- o Attend planning meeting to gather information on overall strategy.
- o Identify and order supply and support needs for finance section.
- o Develop an operations plan for finance function on incident.
- o Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- o Determine need for commissary operation.
- o Inform Incident Manager and general staff when section is fully operational.
- o Meet with assisting and cooperating agency representatives as required.
- o Provide input in all planning sessions on finance matters.
- o Maintain daily contact with agency(s) administrative headquarters on finance matters.
- o Ensure that all personnel time records are transmitted to home agencies according to policy.
- o Participate in all demobilization planning.
- o Ensure that all obligation documents initiated at the incident are properly prepared and completed.

- o Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving incident.
- o Maintain Unit Log (ICS Form 214).

RESPONSIBILITIES AND PROCEDURES

ORGANIZATION

The finance section chief, a member of the general staff, is responsible to organize and operate the finance section within the guidelines, policy and constraints established by the Incident Manager and the responsible agency. The finance section chief participates in the development of the incident action plan and activates and supervises the units within the section.

The finance function within the Incident Command System is heavily tied to agency-specific policies and procedures. The finance section chief will normally be assigned from the agency with jurisdictional responsibility over the incident. The organization and operation of the finance function will require extensive use of agency-provided forms which are not covered within this position manual.

The finance section chief reports directly to the Incident Manager.

PERSONNEL

The number of personnel needed to perform the major finance section functions and responsibilities will be based upon the size and complexity of the incident.

On large incidents where one or more camps have been established, it may be necessary to establish certain finance positions at these locations. Total minimum personnel requirements then would consist of totals above plus supplementary personnel for camps.

MAJOR RESPONSIBILITIES AND PROCEDURES

The major responsibilities of the finance section chief are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtain Briefing From Incident Manager
- o Attend Briefing With Responsible Agency To Gather Information.
 - This briefing may be held at an off-incident prior to arrival at incident.

- ___ Purpose of briefing is to obtain financial information and administrative guidelines and constraints.
- o Attend Planning Meeting To Gather Information On Overall Strategy
 - ___ Gather information on overall strategy and resource use planning.
- o Identify And Order Supply And Support Needs For Finance Section
 - ___ Arrange for personnel to support finance section's unit level operations.
 - ___ Arrange for equipment facilities and supplies necessary to support finance operation.
- o Develop An Operating Plan For Finance Function On-Incident
 - ___ Consider size and complexity of incident.
 - ___ Consider role of finance section in serving/assisting other agencies on incident.
 - ___ Consider guidelines and policy established by agency.
 - ___ Consider personnel assignments, work loads, and welfare.
- o Prepare Work Objectives For Subordinates, Brief Staff, Make Assignments, And Evaluate Performance Determine Need for Commissary Operation
- o Inform Incident Manager And General Staff When Section Is Fully Operational
 - ___ Determine if any additional finance requirements should be implemented.
- o Meet With Assisting And Cooperating Agency Representatives As Required
 - ___ Establish contact with incident liaison officer.
 - ___ Obtain list of assisting and cooperating agencies supporting incident.

- ___ Ensure that liaison officer is advised as to finance section operation.
- o Provide Input In All Planning Session On Finance Matters
 - ___ Provide cost analysis data on control operations as required.
 - ___ Provide financial summary information as required.
- o Maintain Daily Contact With Agency(s) Administrative Headquarters On Finance Matters
- o Ensure That All Personnel Time Records Are Transmitted To Home Agencies According To Policy
- o Participate In All Demobilization Planning
 - ___ Provide input to demobilization planning.
 - ___ Ensure that all required documentation is available at time of demobilization.
- o Ensure That All Obligation Documents Initiated At The Incident Are Properly Prepared And Completed
 - ___ Maintain required agency records and reports.
 - ___ Transfer fiscal documents from incident to responsible agency.
- o Brief Agency Administration Personnel On All Incident Related Business Management Issues Needing Attention And Follow-Up Prior To Leaving Incident
- o Maintain Unit Log (ICS 214)

TIME UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as minimum requirements for these positions. Users of this manual should feel free to augment these lists as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

TIME UNIT LEADER'S CHECKLIST

The time unit leader is responsible for personnel time recording and for managing the commissary operation.

- o Obtain briefing from finance section chief.
- o Determine incident requirements for time recording function.
- o Establish contact with appropriate agency personnel/representatives.
- o Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.
- o Establish commissary operation as required.
- o Submit cost estimate data forms to cost unit as required.
- o Provide for records security.
- o Ensure that all records are current or complete prior to demobilization.
- o Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- o Brief finance section chief on current problems and recommendations, and outstanding issues and follow-up requirements.
- o Maintain Unit Log (ICS Form 214).

PERSONNEL TIME RECORDER'S CHECKLIST

- o Establish and maintain a file for employee time reports within the first operational period.
- o Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.

- o Ensure that all employee identification information is verified on the time report.
- o Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.
- o Post all commissary issues to personal time documents.
- o Ensure that time reports are signed.
- o Close out time documents prior to personnel leaving the incident.
- o Distribute all time documents according to agency policy.
- o Maintain a log of excessive hours worked and give to time unit leader daily.

COMMISSARY MANAGER'S CHECKLIST

- o Set up and provide commissary operation to meet incident needs.
- o Establish and maintain adequate security for commissary.
- o Request commissary stock through supply unit leader (must have finance section chief approval).
- o Maintain complete record of commissary stock including invoices for material received, issuance records, transfer records and closing inventories.
- o Maintain commissary issue record by crews and submit records to time recorder during or at end of each operational period.
- o Use proper agency forms for all record keeping. Complete forms according to agency specification.
- o Protect commissary stock from pilferage and/or deterioration.
- o Ensure that all records are closed out prior to demobilization.
- o Perform inventory of commissary stock.
- o Ensure that all commissary stock is returned.

- o Demobilize commissary operation in accordance with incident demobilization plan.

ORGANIZATION, PERSONNEL, AND PROCEDURES

The time unit is responsible for establishing files, collecting employee time report, and providing a commissary operation to meet incident needs.

The time unit leader reports directly to the finance section chief.

PERSONNEL

The number of personnel needed to perform the major activities within the time unit will be dictated largely by the size of the incident and the number of incident facilities which may require time recording functions.

MAJOR ACTIVITIES AND PROCEDURES

The major responsibilities of the time unit leader are stated below. Following each responsibility are procedures for implementing the activity.

- o Obtain Briefing From Finance Chief
- o Determine Incident Requirements For Time Recording Function
 - ___ Determine incident facilities which may require time recording.
 - ___ Determine if incident commissary is to be established.
- o Establish Contact With Appropriate Incident Personnel/Representatives
 - ___ Contact liaison officer for names of designated agency representatives.
- o Organize And Establish Time Unit
 - ___ Determine personnel requirements and locations.
 - ___ Set up work areas.
 - ___ Brief staff on policy and operating procedures.
- o Ensure That Daily Personnel Time Recording Documents Are Prepared And Compliance To Time Policy Is Met (See personnel time recorder checklist)

- o Establish Commissary Operation As Required (See commissary manager checklist)
- o Submit Cost Estimate Data Forms To Cost Unit As Properly Documented
 - ___ Ensure that reports are accurate and legible.
 - ___ Obtain necessary signatures and approvals.
 - ___ Ensure that all information is verified to be correct.
- o Ensure That Time Reports For All Injured Personnel Are Properly Documented Settle Disputes Over Records
 - ___ Includes contractors and commissary records, and personnel pay documents.
- o Provide For Records Security
- o Ensure That All Records Are Current or Complete Prior To Demobilization (Time Reports From Assisting Agencies Should Be Released To The Respective Agency Representatives Prior To Demobilization)
- o Brief Finance Section Chief On Current Problems, Recommendations, Outstanding Issues And Follow-Up Requirements
- o Maintain Unit Log (ICS Form 214)

PROCUREMENT UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

PROCUREMENT UNIT LEADER'S CHECKLIST

The procurement unit leader is responsible for administering all financial matters pertaining to vendor contracts. The unit is also responsible for maintaining equipment time records.

- o Obtain briefing from finance section chief.
- o Contact appropriate unit leaders on incident needs and any special procedures.
- o Coordinate with local jurisdiction on plans and supply sources.
- o Obtain incident procurement plan.
- o Prepare and sign contracts and land use agreements as needed.
- o Draft memorandums of understanding.
- o Establish contracts with supply vendors as required.
- o Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- o Coordinate with compensation/claim unit on procedures for handling claims.
- o Finalize all agreements and contracts.
- o Coordinate use of imprest funds as required.
- o Organize and direct equipment time recording function.
- o Complete final processing and send documents for payment.
- o Coordinate cost data in contracts with cost unit leader.

- o Maintain Unit Log (ICS Form 214).

EQUIPMENT TIME RECORDER'S CHECKLIST

- o Obtain briefing from procurement unit leader.
- o Set up equipment time recording function in location designated by procurement unit leader.
- o Advise ground support unit, facilities unit and air support group for the requirement to establish and maintain a file for maintaining a daily record of equipment time.
- o Assist units in establishing a system for collecting equipment time reports.
- o Post all equipment time tickets within four hours after an end of each operational period.
- o Prepare a use and summary invoice for equipment (as required) within 12 hours after equipment arrival at incident.
- o Submit data to procurement unit leader for cost effectiveness analysis.
- o Maintain current posting on all charges or credits for fuel, parts, services, and commissary.
- o Verify all time data and deductions with owner/operator of equipment.
- o Complete all forms according to agency specifications.
- o Close out forms prior to demobilization.
- o Distribute copies per agency and incident policy.

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION

The procurement unit is responsible to develop a procurement plan for the incident and to perform equipment time recording. The procurement plan will ensure that goods and services are procured to meet the needs of the incident within his or her authority and the constraints of the finance section and the jurisdictional agency.

The procurement unit will work closely with the incident supply unit which will implement the procurement plan and perform all incident ordering.

The equipment time recorders within the procurement unit will normally work in conjunction with the facilities and ground support units and the air support group.

The procurement unit leader reports to the finance section chief.

PERSONNEL

Personnel required to perform the procurement unit's responsibilities may be assigned to the incident and also may be at the agency's headquarters in order to adequately support the incident. Personnel located off-incident may be in support of more than one incident.

MAJOR ACTIVITIES AND PROCEDURES

The major activities of the procurement unit are described below. Following each responsibility are the general procedures for implementing the activity.

- o Obtain Briefing From Finance Section Chief
- o Contact Appropriate Unit Leaders On Incident Needs And Any Special Procedures
 - ___ Advise unit leaders on procurement responsibilities.
 - ___ Determine if any special requirements or problems exist.
 - ___ Ensure that supply unit coordinates all required paper work with procurement unit.
- o Organize And Direct Time Recording Function
- o Coordinate With Local Jurisdiction On Plans And Supply Sources
 - ___ Establish that local procurement plan is up-to-date and complete.
 - ___ Determine if additional supply sources may be necessary based on incident size, type, and special requirements.
- o Obtain incident Procurement Plan
 - ___ Ensure that plan covers all requirements for incident.
 - ___ Ensure that plan has complete listing of vendors and phone numbers.

- ___ Provide completed plan to supply unit to implement.
- o Prepare And Sign Contracts And Land Use Agreements As Needed
 - ___ Coordinate with ground support, facilities, and supply units on their requirements for equipment rentals.
 - ___ Ensure that all units having responsibility for equipment have equipment time recorders assigned (if necessary).
- o Ensure That All Equipment Rental Documents And Inspections Are Complete And All Data Verified Prior To Signing
 - ___ Ensure that potential claims are investigated by coordinating with the compensation/claims unit.
- o Draft Memorandums Of Understanding Coordinate Use Of Imprest Funds As Required
 - ___ Determine requirement from agency for imprest fund.
 - ___ Order imprest cashier.
 - ___ Cease imprest fund use in accordance with incident demobilization plan.
- o Coordinate Cost Data In Contracts With Cost Unit Leader
- o Establish Contracts With Supply Vendors As Required
 - ___ Coordinate with supply unit on requirements.
 - ___ Prepare ordering documents as needed.
- o Check On Equipment Time Recording To Ensure Accuracy And Completeness
- o Coordinate With Compensation/Claims Unit On Procedures For Handling Claims
- o Interpret Contracts/Agreements And Resolve Claims Or Disputes Within Delegated Authority
- o Maintain Final Incident Receiving Documents
 - ___ Obtain copies of all vendor invoices.

- ___ Ensure all equipment time records are complete.
- o Verify All Invoices
 - ___ Check for all complete data entries.
 - ___ Compare invoices against procurement documents.
 - ___ Ensure only personnel initiate orders who have properly delegated authority.
- o Close Out Completed Orders Finalize All Agreement And Contracts
- o Complete Final Processing And Send Documents For Payment
 - ___ Ensure that all documents are accurate and legible.
 - ___ Determine proper locations for sending documents.
 - ___ Complete all documentation for transmittal at the time of demobilization.
- o Brief Finance Section Chief Prior To Unit Demobilization
- o Maintain Unit Log (ICS Form 214)

COMPENSATION/CLAIMS UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

COMPENSATION/CLAIMS UNIT LEADER'S CHECKLIST

The compensation/claims unit leader is responsible for the overall management and direction of all compensation for injury specialist and claims specialists assigned to the incident.

- o Obtain briefing from finance section chief.
- o Establish contact with incident safety officer and liaison officer or agency representatives if no liaison officer is assigned.
- o Determine the need for compensation for injury and claims specialists and order personnel if needed.
- o Establish compensation for injury work area with the medical unit whenever feasible.
- o Obtain copy of the incident medical plan.
- o Ensure that compensation for injury and claims specialist have adequate work space and supplies.
- o Brief compensation/claims specialists on incident activity.
- o Coordinate with procurement unit on procedures for handling claims.
- o Periodically review all logs and forms produced by compensation/claims specialists to ensure:
 - o Work is complete.
 - o Entries are accurate and timely.
 - o Work is in compliance with agency requirements and policies.
- o Keep finance section chief briefed on unit status and activity.

- o Obtain demobilization plan and ensure that compensation for injury and claims specialists are adequately briefed on demobilization plan.
- o Ensure that all compensation for injury and claims logs and forms are up to date and routed to the proper agency for post incident processing prior to demobilization.
- o Demobilize unit in accordance with demobilization plan.
- o Maintain Unit Log (ICS Form 214).

COMPENSATION FOR INJURY SPECIALIST'S CHECKLIST

The compensation for injury specialist is responsible for administering financial matters arising from serious injury and deaths occurring on the incident. Many of the specialist's functions are done or partially done in the medical unit.

- o Obtain briefing from compensation/claims unit leader or finance section chief.
- o Collocate compensation for injury operations with those of the medical unit when possible.
- o Establish procedures with medical unit leader on prompt notification of injuries or deaths to incident personnel.
- o Establish contact with safety officer and agency representatives.
- o Obtain copy of Incident Medical plan (ICS Form 206).
- o Provide written authority for personnel requiring medical treatment.
- o Ensure that correct billing forms for transmittal to doctor and/or hospital.
- o Keep informed and report on status of hospitalized personnel.
- o Obtain all witness statements from safety officer and/or medical unit and review for completeness.
- o Provide analysis of injuries and coordinate with safety officer.
- o Maintain log of all injuries occurring on incident.
- o Arrange for notification of next-of-kin of seriously injured or deceased personnel.

- o Coordinate/handle all administrative paperwork on serious injuries or deaths to personnel.
- o Obtain demobilization plan and ensure that necessary follow-up actions will be handled.
- o Coordinate with appropriate agency(s) to assume responsibility for injured personnel in local hospitals after demobilization.

CLAIMS SPECIALIST'S CHECKLIST

The claims specialist is responsible for handling all claims related activities (other than injury) for the incident.

- o Obtain briefing form compensation/claims unit leader or finance section chief.
- o Develop and maintain a log of potential claims.
- o Coordinate claims prevention plan with applicable incident functions.
- o Initiate investigation on all claims other than personnel injury.
- o Ensure that site and property involved in investigation are protected.
- o Coordinate with investigation team as necessary.
- o Obtain witness statements pertaining to claims other than personnel injury.
- o Document any incomplete investigations.
- o Document follow-up action needs by local agency.
- o Deep the compensation/claims unit leader advised on nature and status of all existing and potential claims.
- o Ensure use of correct agency forms.

ORGANIZATION, PERSONNEL, AND PROCEDURES

ORGANIZATION

Compensation for injury and claims are included together within one unit in the ICS. It is recognized that specific activities are different, and may not always be accomplished by the same person.

The compensation/claims unit is responsible for:

- o The prompt preparation and processing of all forms required in the event of injuries or death to any incident personnel.
- o Gathering evidence and preparing claim documentation for any event involving damage to public or private properties which could result in a claim against the agency. The compensation/claims unit leader must have firsthand knowledge of all required agency procedures on claims handling.

The unit leader and assigned specialist must work in close coordination with the incident medical unit, safety officer, and agency representatives. The compensation/claims unit leader reports to the finance section chief.

PERSONNEL

Compensation for injury specialists may be required to spend part of their time off the incident, depending upon the size and extent of the incident and the number of injuries and deaths which have occurred. Therefore, several specialists could be necessary in order to ensure adequate coverage for this position on very large incidents.

One or more claims specialists may be required to assist in gathering evidence and preparing claims documentation. On very large incidents involving a high number of claims, it may be desirable to assign a claims specialist to larger camps.

COMPENSATION FOR INJURY SPECIALIST

MAJOR ACTIVITIES AND PROCEDURES

The major responsibilities of the compensation for injury specialists are described below. Following each responsibility are general procedures associated with the activity.

- o Establish Contact With Safety Officer, Medical Unit Leader, And Agency Representatives
 - Establish and include in medical plan the procedure for being notified of any injury or death.
- o Obtain Copy of Incident Medical Plan (ICS Form 206)

- ___ Review plan for location and information on all incident and off-incident medical facility locations.
 - ___ Review notification procedure in medical plan.
- o Obtain Policy Direction From Jurisdictional Agency
 - ___ Determine if applicable procedures and policy directions are available.
 - ___ Determine if adequate number and type of jurisdictional forms are available at incident.
- o Provide Written Authority For Personnel Requiring Professional Medical Treatment
 - ___ Ensure that correct forms are used.
 - ___ Personally deliver forms to individual(s), medical unit leader, agency representative(s), or if necessary to facility providing medical care.
- o Keep Informed On Health Status Of Hospitalized Personnel
 - ___ Check with local doctors and hospitals to ensure all injuries requiring treatment have proper authorization.
 - ___ Ensure that current information is sent to home unit or injured personnel.
- o Obtain All Witness Statements From Medical Unit And/Or Safety Officer Pertaining To Injury or Death of Personnel
- o Coordinate/Handle All Administrative Paperwork On Serious Injuries Or Deaths To Personnel
 - ___ Personally handle all paper work on serious injuries or deaths.
 - ___ Ensure that all documentation is properly coordinated with medical unit leader and safety officer.
- o Obtain Demobilization Plan And Ensure Necessary Follow-Up Actions Will Be Handled
 - ___ Contact planning section chief regarding demobilization planning activities.

- ___ Contact appropriate agency representative through incident liaison officer for necessary follow-up action.
- o Brief Finance Section Chief Prior To Unit Demobilization

CLAIMS SPECIALIST

MAJOR ACTIVITIES AND PROCEDURES

The major responsibilities of the claims specialist are described below. Following each responsibility are general procedures associated with the activity.

- o Establish Contact With Medical Unit Leader and Safety Officer
 - ___ The medical unit leader will collect information and prepare reports on injuries and deaths to incident-assigned personnel.
 - ___ The safety officer will investigate (or coordinate the investigation of) accidents which occur within the incident area.
 - ___ The claims specialist will work closely with the safety officer to ensure that a complete investigation has been conducted and documented in all accidents.
- o Develop And Maintain A Log Of Potential Claims
 - ___ The claims log will be prepared in accordance with agency policy and procedures.
- o Initiate Investigation On Property Related Claims
 - ___ Coordinate with safety officer.
 - ___ Review incident action plan for potential areas where property claims could arise.
- o Ensure That Site And Property Involved In Claims Investigation Are Protected
 - ___ Contact facilities unit to obtain security service if required.
- o Coordinate With Investigation Team As Necessary

- ___ Ensure that in any investigation involving injury or accident that the claims specialist works closely and cooperatively with medical unit and safety officer.
- o Establish Separate Logs For Personnel And Government Contract Claims
- o Obtain Witness Statement Pertaining To Property Claims
 - ___ Record all information according to agency policy.
- o Prepare Investigation Reports On All Property Claims
 - ___ Coordinate with safety officer.
 - ___ Include narrative, photos, maps, and all related documentation.
- o Prepare Reports In Accordance With Appropriate Agency Policy And Procedures
- o Document Any Incomplete Investigations
 - ___ Prior to demobilization, all investigations should be complete, or documented as to their current status.
 - ___ Transfer records to responsible agency.
- o Document Follow-Up Action Needs By Local Agency
 - ___ Ensure that follow-up requirements on any outstanding claims investigation are clearly stated.
 - ___ Follow-up requirements should be made a part of incident file.
- o Keep Finance Section Chief Advised On Status Of All Outstanding Claims Actions
 - ___ Prior to demobilization, brief finance section chief on status of outstanding claims actions.
 - ___ Determine what follow-up action is necessary and who will perform.
 - ___ If another party is to perform follow-up actions, ensure they are adequately briefed.

COST UNIT LEADER

CHECKLIST USE

The checklist presented below should be considered as a minimum requirement for this position. Users of this manual should feel free to augment this list as necessary. Note that some of the activities are one-time actions, while others are ongoing or repetitive for the duration of an incident.

COST UNIT LEADER'S CHECKLIST

The cost unit leader is responsible for collecting all cost data, performing cost effectiveness analyses and providing cost estimates and cost saving recommendations for the incident.

- o Obtain briefing from finance section chief.
- o Coordinate with agency headquarters on cost reporting procedures.
- o Ensure all equipment/personnel requiring payment are identified.
- o Obtain and record all cost data.
- o Prepare incident cost summaries.
- o Prepare resources-use cost estimates for planning.
- o Make recommendations for cost savings to finance section chief.
- o Ensure that all cost documents are accurately prepared.
- o Complete all records prior to demobilization.
- o Provide reports to finance chief.
- o Maintain Unit Log (ICS Form 214).

ORGANIZATION, PERSONNEL AND PROCEDURES

ORGANIZATION

The cost unit is responsible to prepare summaries of actual and estimated incident costs. The unit also prepares information on costs of resource use and provides cost effectiveness recommendations.

The cost unit leader reports to the finance section chief.

PERSONNEL

The cost unit leader may require an assistant to support the activities of the unit on large incident. This could happen if the amount of equipment and personnel being utilized from assisting the cooperating agencies would require additional support to complete all documentation in a timely manner.

If the incident has one or more camps located at some distance from the base, it may be desirable to have an assistant cost unit leader at camp locations.

MAJOR ACTIVITIES AND PROCEDURES

The major responsibilities of the cost unit are stated below. Following each responsibility are the general procedures associated with this activity.

- o Obtain Briefing From Finance Section Chief
- o Coordinate With Agency Headquarters On Cost Reporting Procedures
 - ___ Ensure that procedures and policies are clear.
 - ___ Obtain agency formulas or estimating guides.
 - ___ Ensure that there is no duplication or omission between agency and incident unit activities.
- o Ensure That All Pieces of Equipment and Personnel Requiring Payment Are Properly Identified
 - ___ Establish contact with appropriate agency representatives through liaison officer.
 - ___ Coordinate with ground support unit to ensure that equipment is identified and labeled.
 - ___ Coordinate with resource unit on personnel identification.
- o Obtain And Record All Cost Data
 - ___ Establish procedure for collecting all personnel and equipment use data to include:
 - o Personnel check-in and shift record as appropriate
 - o Ground equipment

- o Incident based aircraft
 - ___ Cost data on logistics, mobilization, demobilization and rehabilitation.
 - ___ Cost of potential claims.
- o Prepare Incident Cost Summaries
 - ___ Cost estimates are to be prepared daily prior to planning meeting.
 - ___ Cost estimates should reflect actual incident cost to date.
 - ___ All cost estimate sheets should be prepared to agency standards.
- o Prepare Resources Use Cost Estimates For Planning
 - ___ Prepare list(s) which reflects the cost of resource.
 - ___ Make list(s) available for finance section chief use.
- o Make Recommendations For Cost Savings To Finance Section Chief
- o Maintain Cumulative Incident Cost Records
 - ___ Compile daily cost estimate into cumulative record.
 - ___ Ensure that all estimate data is replaced with actual cost information when known.
- o Ensure That All Cost Documents Are Accurately Prepared
 - ___ All records should be legible, comprehensive and accurate.
 - ___ Records should conform to appropriate agency standards.
- o Complete All Records Prior To Demobilization
 - ___ Prior to demobilization, ensure that all documentation is as complete as possible.
 - ___ Make provisions for turnover of all completed documentation to appropriate agency representatives.
 - ___ Properly document all necessary follow-up action.

- ____ Make recommendation to finance section chief on what resources to release from incident based on cost analysis (rental, U.S., agency).
- o Provide Reports To Finance Chief
- o Maintain Unit Log (ICS Form 214)